

### Library Meeting Rooms

The Library has two Meeting Rooms for public rental. Below is some basic information for both rooms, capacity depends on the number of chairs and tables used and how the room is arranged for each event. Reservations can only be made during the library's normal business hours and must conclude at least 30 minutes prior to closing.

**\*Reservations are not approved until all completed forms have been turned in and you have received a confirmation email.**

### Library Reservation Hours

Mon – Wed 9:00 a.m. - 7:30 p.m.  
Thu – Sat 9:00 a.m. - 4:30 p.m.  
Sun 12:00 p.m. - 4:30 p.m.

Room Reservation Rates	Room A	Room B
Tempe Resident or Not-for-Profit Group	\$30.00/hr	\$10.00/hr
Non-Resident	\$60.00/hr	\$20.00/hr
For-Profit Group	\$120.00/hr	\$40.00/hr

### **Definitions:**

**Not-for-Profit Group:** Any non-profit 501(c)(3) or other not-for-profit organization.

**Resident:** A resident of Tempe (a business address does not qualify), reserving a facility for personal use.

**Non-Resident:** Any non-Tempe resident reserving a facility for personal use.

**For-Profit Group:** Any business or for-profit entity; anyone who charges for his/her services provided in the reserved facility.

### CITY OF TEMPE FACILITY USE POLICIES ([link to full policy page](#))

Equipment Available \*Equipment is dependant on availability.

Tables and Chairs

Podium with Microphone

Projector Screen

Podium Laptop Connections for Presentations

Aux cable for Audio playback

\*Whiteboard

\*Access to Kitchenette

Meeting Room A (Multi-purpose Room)  
Capacity: 50 - 150



Towards Front of Room (Wide View)



Front of Room





Towards Back of Room (Wide View)

Meeting Room B (Large Class Room)

Capacity: 25 - 75



Towards Front



Kitchenette

**To Reserve a library meeting room or to check availability**

Please email the library at [tplmeetingrooms@tempe.gov](mailto:tplmeetingrooms@tempe.gov)

**FAQ's**

**Q: How do I reserve a meeting room?**

A: Please email the library at [tplmeetingrooms@tempe.gov](mailto:tplmeetingrooms@tempe.gov)

Important information to have on hand: Dates, times, and number of people expected.

**Q: Can I see the room before I make a reservation?**

A: Please email the library at [tplmeetingrooms@tempe.gov](mailto:tplmeetingrooms@tempe.gov)

**Q: Do you allow food?**

A: Yes! You may bring food or have your event catered by an outside business. You can also contact the Connections Café at 480-350-5490 to have your event catered.

**Q: How will I pay for my reservation?**

A: Most people choose to pay for the reservation on the day of the event by visiting the cashier window

on the main floor of the library. Payments can be made by cash, check, or credit card (Visa/Master Card/Discover). Payments by invoice and check can be made upon request.

**Q: Do you allow walk-ins for meeting rooms?**

A: Walk-ins and same day reservations may be granted with library management approval.

**Q: How far in advance can I make a reservation?**

A: Reservations can be made anytime during the current calendar year.

**Q: Can I put up posters or flyers for my event at the library?**

A: No, only approved events in partnership with the library can post information within the library. It will be your sole responsibility to promote and advertise your event.

**Q: Are there any other rooms available for reservation?**

A: Rooms A and B are the only rooms that can be reserved in the library. The library does have 8 study rooms that can accommodate between 1-8 people. These rooms can be used on a first-come first-serve basis with a maximum of 2 hours usage time per day. You can also check out our Neighborhood Facilities list for other locations with rooms for reservation.

**Neighborhood Facilities:**

<b>Clark Recreation Center</b>	1730 S. Roosevelt St., Tempe 85281	480-350-5287	<a href="http://www.tempe.gov/recreation">www.tempe.gov/recreation</a>
<b>Edna Vihel Activities Center</b>	3340 S. Rural Rd., Tempe 85282	480-350-5287	<a href="http://www.tempe.gov/arts">www.tempe.gov/arts</a>
<b>Escalante Community Center</b>	2150 E. Orange St., Tempe 85281	480-350-5800	<a href="http://www.tempe.gov/escalante">www.tempe.gov/escalante</a>
<b>North Tempe Multi-generational Center</b>	1555 N. Bridalwreath St., Tempe 85281	480-858-6500	<a href="http://www.tempe.gov/northtempe">www.tempe.gov/northtempe</a>
<b>Pyle Adult Recreation Center</b>	655 E. Southern Ave., Tempe 85282	480-350-5211	<a href="http://www.tempe.gov/pyle">www.tempe.gov/pyle</a>
<b>Tempe History Museum</b>	809 E. Southern Ave., Tempe 85282	480-350-5100	<a href="http://www.tempe.gov/museum">www.tempe.gov/museum</a>
<b>Westside Multi-generational Center</b>	715 W. 5th St., Tempe 85281	480-858-2400	<a href="http://www.tempe.gov/westside">www.tempe.gov/westside</a>